



JOB OPPORTUNITY

OFFICE OF THE STATE PUBLIC DEFENDER

Classification: OFFICE TECHNICIAN (T) \$2598-3157

Tenure: Limited-term 12 months

Hours: 8:00-5:00, Monday-Friday

Location: Sacramento, CA

DUTIES AND RESPONSIBILITIES:

This position serves as receptionist for the Sacramento Law Office of the Office of the State Public Defender. Under supervision of the Legal Support Supervisor I, the general duties of this position may include, but are not be limited to:

- Screens incoming phone calls and messages, directing them to the proper person and operating the office paging system. Records collect calls and Attorney of the Day letters.
- Directs visitors to appropriate OSPD contact. Maintain office sign-in sheet and board and visitor log. Organizes files and prepare forms necessary to keep the binders updated at the front desk.
- Receives, sorts, and distributes all incoming & interagency mail to the appropriate personnel. Review outgoing mail for postage and keep track of daily newspapers.
- Inspect and verify postage meter and turn on/off postage meter, scale and large copier daily. Oversee mailing of overnight and FedEx packages. Taking the mail down for pickup at 4:00 each day. Entering legal court documents into the Filmmake Pro 6, docketing system.
- Responsible for reproduction of legal documents and legal briefs. Update Master Calendar daily. Receive and distribute incoming faxes. Send faxes for attorney staff. Sign invoices for incoming deliveries, take inventory of supplies and put them away. Assist with binding, bates stamping documents.
- Stocking paper in copy room when needed and monthly stocking of paper at all OSPD copiers and printers and toner.
- Responsible for OSPD open and closed files, retrieving and returning files to the Record Center, completing the Record Center Transfer list and entering information into the database software Filmmake Pro 6. Monthly e-mail reminder to staff at the end of the month about time sheets.
- Other duties as needed.

DESIRABLE QUALIFICATIONS:

- Receptionist experience; knowledge of and experience with multi-phone lines and good phone etiquette.
- Ability to work independently and as a team player.
- Experience with word processing.

WHO SHOULD APPLY:

Individuals with civil service eligibility for the above classification. Please indicate method of eligibility on your application. Applicants on SROA lists or employed by a surplus department are encouraged to apply. (Please indicate on your application if you are SROA/Surplus)

Send an Application To:

Raquel Correa
Office of the State Public Defender
801 K Street, Suite 1100
Sacramento, CA 95814 (916) 445-5447

FINAL FILING DATE:

01/19/2007

Applications will be screened and only the most qualified applicants will be interviewed.

The OSPD is an equal opportunity employer offering equal opportunity to all regardless of race, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. It is an objective of the State of California to achieve a drug free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the Law of the State, the Rules governing Civil Service, and the special trust placed in public servants. Released 1/11/2007